



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

Dartell Akins, Treasurer
Duncan for Congress
P.O. Box 2646
Knoxville, TN 37901

Identification Number: C00229104

DEC 14 2001

Reference: Mid-Year Report (1/1/01-6/30/01)

Dear Mr. Akins:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your report indicates the use of calendar year-to-date figures when aggregating and reporting receipts and disbursements. Please be reminded that candidate committees are required to aggregate and report their receipts and disbursements on an election-cycle basis rather than on a calendar-year basis. Beginning with your next report, please ensure that election cycle-to-date figures are used when reporting aggregate amounts. (2 U.S.C. §434(b))

Any amendment or clarification should be electronically filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

A handwritten signature in cursive script, reading "Pat Sheppard", is written over a horizontal line.

Pat Sheppard
Assistant Branch Chief
Reports Analysis Division